

**Title:** Iroquois County Emergency Management Agency Coordinator

**Location:** Watseka, Illinois

**Reports to:** Public Health Administrator / EMA Director / County Board Chairman

**FLSA Status:** Salaried Exempt

**Prepared Date:** April 2023

**Job Summary:** Iroquois County Emergency Management Agency is responsible for carrying out, orchestrating, and organizing Iroquois County's efforts and abilities as it pertains to all five mission areas: Prevention, protection, mitigation, response, and recovery. Using an all-hazards approach, the EMA Coordinator will work with community partners to write emergency plans, conduct exercises and drills, and respond to and recover from disasters. The Coordinator will be responsible for maintaining the Iroquois County Emergency Operations Center, Emergency Operations Plan, and any EMA-owned equipment. The EMA Coordinator will need to report to the Iroquois County Board, as well as attend community partner meetings throughout Iroquois County and occasionally elsewhere with Illinois.

**Essential Duties & Responsibilities:**

1. Maintain the Iroquois County Emergency Operations Plan, and submit revisions to the Illinois Emergency Management Agency when required.
2. Conduct semi-annual threat and hazard assessments for Iroquois County as a whole.
3. Revise and update a master schedule of trainings and exercises that relate to the core capabilities of emergency management semi-annually.
4. Maintain compliance with Emergency Management Performance Grant deliverables.
5. Maintain compliance with EMA accreditation requirements, as found in Illinois 20 ILCS 3305, the Illinois Emergency Management Agency Act.
6. Plan, facilitate, and conduct exercises that are Homeland Security Exercise Evaluation Program (HSEEP) compliant.
7. Participate in the Local Emergency Planning Committee (LEPC).
8. Warn Iroquois County residents of immediate threats, whether by warning sirens, mass notification system, or other method.
9. During emergencies, assist emergency responders and incident command through strategic operations.
10. Performs other related duties as assigned.

**Skills & Abilities Required:**

1. Must have good written and oral communication skills.
2. Must have good organizational skills.
3. Must be familiar and able to use Microsoft Office suite products.
4. Must be able to learn and utilize online grant reporting systems, to include portal systems, uploading documents, and completing reports.
5. Must be able to lead during high-stress situations.
6. Must be able to communicate using radios.

7. The EMA Coordinator will serve as a representative of Iroquois County, and as such must demonstrate professionalism, courtesy, tact and discretion when interacting with other entities and the general public.

**Education & Experience:**

1. High school diploma. Bachelor's degree preferred.
2. Previous experience preferred.
3. Continuing education is required.
4. Must complete National Incident Management System courses ICS 100, 200, 300, 400, 700, and 800 within the first 12 months of employment.
5. Amateur radio license preferred.
6. IEMA professional development series certificate required within 2 years of employment.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk and hear.
2. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach over head with hands and arms.
3. The employee is occasionally required to climb or balance, stoop, kneel or crouch.
4. The employee must occasionally lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision; distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

Most of the time, the EMA Coordinator will work in the office setting, stationed at a desk utilizing computers. At times, the Coordinator will be required to work out in the field, where conditions may be adverse and stressful.